



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



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Office Order

Working with Block Federations

The project is providing continuous support to federations. In order to have a smooth functioning of federations in line with the JEEVIKA norms, certain activities needs to be done.

1. Contribution of CBOs in Cadre Payment

- Joint SHG validation/ grading by BPIU and federation is mandatory before taking SHGs in the project fold. Further, federation has to ensure practice of *panchсутra* at the SHG level.
- Federation has to federate SHGs into VO and ensure timely account opening of VOs. JEEVIKA will support in new VO formation and their modular training. Structure at VO and federation will be same as JEEVIKA i.e. GB, RGB and BoD. Federation has to create the structure of RGB and conduct monthly meeting as per said protocol of CLF.
- SHGs will continue to contribute Rs.10/-, where ICF and RF has not been given either by WDC or by JEEVIKA and there is no SHG bank credit linkage. If federation has received ICF from JEEVIKA then they have to ensure disbursement to SHGs and start repayment from SHG to VO and VO to federation as per the project policy.
- Federation has to ensure rotation of ICF fund received from WDC and also ensure reporting of repayment and ICF fund status in CBO *maasik prativedan*. JEEVIKA will provide gap amount of ICF to VO as per the policy.
- SHG will contribute Rs. 50/- from April'18, which has received either ICF/ RF/ Bank loan. SHGs will submit the contribution amount to VO. It is applicable for the next 12 months. When ICF rotation starts at VO level, VO will submit contribution to the federation.

2. Payment and Settlement

- Settlement for the period between July'14 to July'16 will be as per the previous office order BRLPS/ Project/ 92/ 08/ 1621, dated 12/07/16 (*review parameter are- submission of SHGs profile, photocopy of bank passbook, document preparation for SHGs bank a/c opening and bank credit linkages*).
- If federation has not completed cadre shifting or selection of new cadres as per JEEVIKA CLF norms till July'16, previous budget will be applicable till the period of cadre shifting. If shifting of cadre is completed as per the project norms, payment after July'16 will be as per performance and as per the policy. Federation will submit their monthly report in prescribed format. BPIU/ DPCU will review the core functions i.e.,
 - a. Following of *panchсутra* by SHG (*through maasik prativedan*).
 - b. Rolling out of *maasik prativedan* and communitized grading at CBOs.
 - c. Timely association of SHGs in VO.
 - d. Timely SHG and VO formation and a/c opening.
 - e. Documents preparation for SHGs for credit linkage.
 - f. ICF repayment and fund rotation (*if received ICF either by JEEVIKA or WDC*)
 - g. Community mobilization on ODF etc.

Initially BPIU will review the performance of federation in joint meeting and recommend for fund release of federation (*including operational and administrative cost*) to DPCU. Further, DPM/ Committee will review the performance of federation and release the fund to federation. BPIU will assign the work to federation as per the AAP. As per approval, DPCU will also release one time establishment cost of Rs.1, 19,000/- to federation after receiving indent from federation, duly recommended by BPM.

- Payment of CM will be through VO, as per policy. Federation will ensure timely formation of VO. If VO is not formed in time then BPIU will do payment to CM as per policy. Payment of other staffs/ cadre will be through federation.
- DPM will conduct monthly review meeting with federations and the concerned stakeholder viz., BPMs, Managers (ICB/ TO, MF, CF, SD, Livelihoods).

3. Area Allocation to Federation

- BPIU will allocate panchayats with the potential of 600-650 SHGs in federation area. BPIU and federation will sit together and divide the panchayats for smooth functioning of the project. It is mandatory for every federation.
- If in a panchayat, both federation and JEEVIKA has formed and nurturing the SHGs, panchayats will be allocated to those (federation/ CLF) which has a maximum number of SHGs. All SHGs further will be federated in VOs and further into JEEVIKA CLF or federation. Federation and CLF will work on saturation basis and also form new SHGs in the area, if any potential exists.

4. RF/ ICF Disbursement

- The project will disburse RF/ ICF (*gap amount*) to federation nurtured SHGs and VOs as per the norms. Before disbursement of RF/ ICF, BPIU will appraise/ grade SHGs and ensure follow up of *panchsutra* by SHGs. ICF repayment (*fund rotation*) at CBOs will be as per the JEEVIKA policy.

5. Staffing at Federation

Staffing at Federation will be as:

FDE (1), MBK (1), CF (1-2), Bank Mitra (1), CM and VO Bookkeeper (*as per the policy*), CEO/ TC.

BPIU will decide upon the requirement of Bank Mitra at federation as per the policy. Federation will not recruit new CEO/ TC. Payment to cadre will be as per the JEEVIKA policy if cadre are newly recruited or shifted. If there is no proper recruitment or shifting of cadre as per policy, previous budget will be applicable.

- Selection of new cadre/ staff will be as per community HR policy of JEEVIKA and selection will be under close supervision of and support of BPIU/ DPCU.
- FDE will work in close coordination with BPIU, for successful implementation of project activities. FDE will submit monthly/ weekly tour plan at BPIU, to avoid any gap of communication. Core responsibilities of FDE will be as-
 - i. Panchayat Saturation.
 - ii. Timely association of SHGs in VO fold and VO a/c opening.
 - iii. ICF rotation and NPA tracking in SHG bank loan.
 - iv. Monthly VO grading by federation and fill up the existing gap.
 - v. Document preparation for SHGs and VO a/c opening and bank linkage.
 - vi. Timely completion of statutory audit, conduction of AGM (yearly) and Special AGM
 - vii. ODF (as per guideline of BPIU).
 - viii. Any other tasks given by the BPIU.
- FDE and President will participate in the monthly meeting of BPIU and submit the required reports and planning for next month. Further, BPIU will submit the report to DPCU on monthly basis with recommendation of payment (*including cadre/ staff and administrative fund*) to federation as per progress. Further, BPIU representatives will also participate in federation BoD, RGB and AGM meetings and assist in agenda setting, grading of VOs and also discuss on priority thematic activities as per AAP. Federation will invite BPIU representatives in meetings.

- In the meantime, block staff (AC/ CC) will do monthly review cum orientation meeting with the community cadre of federation and also do the planning exercise with them.
- If there is any issue which comes concerning discipline, financial irregularity or violation of CBO norms (*against the project norms*) etc. BPIU will inform DPCU in writing. Further DPCU will form a committee including ICB Manager/ TO, Manager MF/CF, Manager SD, Manager Livelihoods, FM/ Accountant etc. The committee will investigate the issue under the leadership of DPM. Based on the nature of issue, DPCU will take the decision with the prior information to SPMU.

6. Training and Capacity Building

- JEEViKA will ensure basic as well as need based thematic training of cadre and federation staff. JEEViKA will also conduct exposure of federation leaders and staff.

All DPMs are directed to speed up the settlement of previous agreement and start working with the block federation in more meaningful manner.


 (Balamurugan D.)
 Chief Executive Officer-Cum-State Mission Director

Copy to:

1. All DPMs/ Thematic Managers/ FMs/ Manager-ICBs/ TOs/ BPMs.
2. All PCs/ SPMs/ SFMs/ PMs/ AFMs.
3. OSD/ Director/ CFO/ PS/ PO/ AO.
4. All Block Federations.
5. IT Section.
6. Concerned File.